HARROGATE TOWN COUNCIL

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MINUTES OF A MEETING OF THE HARROGATE NEIGHBOURHOOD PLAN GROUP

Date: **Wednesday 9th September 2025**
Time: **5.30pm**
Location: **The Civic Centre, St. Luke's Mount, HG1 2AE**

Present: **Councillor Chris Aldred (Mayor of Harrogate)**
Councillor Paul Haslam
Councillor Viv Poskitt (Chair)
Councillor Mark Warr
Jan Arger
George Eglese
Jonathan Foggitt
Jack Towse

Officers: **The Town Clerk**

In Attendance: **The Secretary of the Harrogate Town Plan Forum**

Councillor Chris Aldred, in his capacity as the Mayor of Harrogate and Chair of the Town Council, opened this inaugural meeting of the Planning Committee and oversaw the transaction of the first item of business.

NHP1 25-26 **Election of Chair of the Harrogate Neighbourhood Plan Group**
Councillor Aldred asked for nominations for the office of Chair of this Sub-Committee for the ensuing year. Councillor Poskitt was subsequently nominated by Councillor Haslam and seconded by Councillor Warr. There were no other nominations.

It was **RESOLVED** that Councillor Poskitt be elected to serve as the Chair of this sub-committee, until after the Annual Town Council meeting in May 2026. Councillor Poskitt took the chair.

NHP2 25-26 **Co-option of Non-Councillor Members of the Group.**

a) *Co-opted members.*
To receive the names of the five people to be co-opted to this Group as proposed by the Harrogate Town Plan Forum were **RECEIVED** and noted as being Jan Arger, George Eglese, Jonathan Foggitt, Jack Towse and Nick Brennan.

b) *Co-option of non-councillor members.*
It was **RESOLVED** that Harrogate Town Council co-opts the aforementioned individuals as non-councillor members of the Harrogate Neighbourhood Plan Group, a sub-committee of the Council's Planning Committee, under the provisions of Section 102(3) and (4) of the Local Government Act 1972, for the purposes of supporting the development of the Harrogate Neighbourhood Plan.

c) *Code of Conduct.*
It was **NOTED** that the Council's Code of Conduct haD been circulated with the supporting papers for this meeting. completed declarations of acceptance of this Code were received from those non-councillor members of the Group in attendance.

d) *Confidentiality and data protection undertakings.*
Completed confidentiality and data protection undertakings were **RECEIVED** from non-councillor members of the Group.

e) *Registers of Interests.*
Completed Registers of Interest were **RECEIVED** from non-councillor members of the Group.

f) *Processing of non-councillor's personal data.*
Consent was **RECEIVED** to hold and use the personal data of non-councillor members of the Group, noting that this consent can be withdrawn at any time.

NHP3 25-26 Election of Vice-Chair of the Harrogate Neighbourhood Plan Sub-Committee.
It was **RESOLVED** that Jonathan Foggitt be elected as Vice-Chair of the Harrogate Neighbourhood Plan Sub-Committee, to serve until after the Annual Town Council meeting in May 2026.

NHP4 25-26 Apologies

a) *Apologies received.*
Apologies were received from Councillor Elizabeth Jackson and Nick Brenna.

b) *Approval for reasons for absence.*
It was **RESOLVED** that the reasons for Councillor Jackson's absence be approved.

NHP5 25-26 Declarations of Interest and Requests for Dispensations

a) Councillor Aldred declared that he is a member of both Harrogate Town Council's Planning Committee and North Yorkshire Council's Harrogate and Knaresborough Area Planning Committee and substitute member of the Strategic Planning Committee.

b) Councillor Haslam declared that he is a member of North Yorkshire Council's Harrogate and Knaresborough Area Planning Committee.

c) Jan Arger declared that she is North Yorkshire County Branch Chairman of the Campaign for the Protection of Rural England.

d) Councillor Poskitt declared that the GP practice of which she is a partner, is a member of Harrogate BID.

e) Jonathan Foggitt referred to the entry on his register of interests recording his role as a land development consultant. It was **AGREED** that advice be sought from North Yorkshire Council's Monitoring Officer in relation to any potential conflict of interest that this interest may cause during the Neighbourhood Plan process.

NHP6 25-26 **Questions and comments from members of the public** – none.

NHP7 25-26 **Welcome and introduction.**
Councillor Poskitt welcomed those present to the meeting, with Members of the Group introducing themselves to each other and outlining their previous involvement (if any) with the Harrogate Neighbourhood Plan Forum.

NHP8 25-26 **Guidance & Information**

a) Sub-Committee Terms of Reference
It was **NOTED** that the Terms of Reference for the Harrogate Neighbourhood Plan Group, as adopted by Harrogate Town Council's Planning Committee on 16th July 2025, had been circulated with the papers for this meeting.

b) Publications & Documents
Members of the Group confirmed receipt of the following documents, which had been circulated with the papers for this meeting:
- The National Planning Policy Framework which sets out the Government's planning policies for England.
- The 'Good Councillors Guide to Neighbourhood Planning'.
- Harrogate Town Council's Standing Orders and Financial Regulations as adopted on 14th May 2025.

c) Further information.
Members of the Group **NOTED** that further information on Neighbourhood Planning is available as follows:
- The Government - https://www.gov.uk/guidance/neighbourhood-planning--2
- North Yorkshire Council - https://www.northyorks.gov.uk/planning-and-conservation/planning-policy/neighbourhood-planning
- Locality - https://locality.org.uk/neighbourhood-planning

d) Training.
Opportunities for further training on the subject of Neighbourhood Planning will be circulated to Group Members as they arise.

NHP9 25-26 **Work to date.**
Members were referred to the supporting paper entitled 'Harrogate Town Plan Forum – Record up to 12th April 2025'. This gave a comprehensive account of the work undertaken by the Harrogate Town Plan Forum between inception in summer 2023 and the time of the new Harrogate Town Council being vested.

Initial consultation had suggested five key areas of work and the Forum's attention had focussed on these areas, with sub-groups having been formed. Issues raised in each of these areas were considered with a view to determining whether they would translate into planning objectives suitable for inclusion in a resulting Neighbourhood Plan.

Thanks were expressed to the Forum and its members for all the work which had been carried out to date.

NHP10 25-26 Neighbourhood Area Designation

a) Designation – 15th January 2025

The meeting **NOTED** that the current Neighbourhood Area Designation, as granted by North Yorkshire Council earlier this year, follows the boundaries of the Harrogate Town Council parish.

b) Alternative Neighbourhood Area Designations.

The meeting considered the rationale for applying to change the Neighbourhood Area Designation away from the boundary of the parish.
This could be to allow for the preparation of a joint plan with neighbouring parishes or to reduce the area to only a part of the parish.

c) Progression with Neighbourhood Area Designation.

It was **RESOLVED** that an analysis of surrounding parishes be carried out as one of the first pieces of work, to include consideration of any current or potential impact on Harrogate. On the basis of that information then the Group may choose to take a recommendation for a revised area to the Town Council, or continue with the current designation.

NHP11 25-26 Project Plan

a) Harrogate Town Plan Forum – Draft Project Plan

The meeting considered a draft plan from the Forum, outlining the 15 main stages in the preparation of a Neighbourhood Plan. It was **NOTED** that much of the work for the first 'getting started' stages has been undertaken by the Forum.
Some review will be needed, but the work undertaken puts this new Group at a significant advantage.

The group identified the next, key steps as being communication with stakeholders and the public and establishing contact with North Yorkshire Council, together with the preparation of a detailed project plan and budget.

b) Project administration.

The requirement for the procurement and appointment of a project administrator / manager to oversee the Harrogate Neighbourhood Plan development process was **NOTED.** This is to provide administrative and technical support to the process.

c) Procurement.

Noting the provisions contained within the council's financial regulation 5.7a, it was **RESOLVED** that an approach be made to a known planning consultant who has recently assisted with other local neighbourhood plans.

They will be invited to submit a quotation for services to review the work to date and take the group up to the point of preparing a policy intentions document. This will be to include the preparation of a project plan and detailed plan/timetable, together with establishing the governance around the project.

NHP12 25-26 Budget & Funding

a) Locality Funding

It was **NOTED** that the national 'Locality' grant scheme, which usually funds the costs of preparing a Neighbourhood Plan, has recently been withdrawn by the Ministry of Housing, Communities and Local Government.

b) CIL (Community Infrastructure Levy) funding for Neighbourhood Plans.

The Clerk referred to North Yorkshire Council's previous position on the use of CIL funding as detailed in item FGP23.2 25-26.

Subsequent correspondence between the Clerk and North Yorkshire Council's Investment Infrastructure Officer has now yielded a change in position, with the following information having been received:
"As a council we must publish all CIL spending including neighbourhood CIL spend, therefore Parish, Town and City Councils must ensure all spend can be justified to meet the regulations and the spirit of the guidance. Under Regulation 59C of the CIL Regulations 2010 (as amended), CIL funds must be used to:

- Support the development of the area by funding infrastructure, or
- Address the demands that development places on the area.

In light of this guidance, should you decide to use some of the neighbourhood pot to support the preparation of a neighbourhood plan, we would strongly encourage you to consider how much is assigned for this purpose. In the context of the use of the word 'some' our view is that this implies that only a limited proportion of the neighbourhood CIL should be considered for this purpose.

Further we would expect Parish, Town and City councils who are looking to use Neighbourhood CIL monies for this purpose to ensure that the Neighbourhood Plan they are preparing will address the demands that development places on an area and that it includes policies and proposals that will directly guide infrastructure investment."

c) Project budget.

See item NHP11c 25-26.

NHP13 25-26 Harrogate Town Plan Forum

a) Future focus and work of the Forum

The Secretary indicated that the Forum is keen to remain as a key stakeholder in the Neighbourhood Plan process and is waiting for more information and instruction on how it can help from here.

It will reconstitute itself to facilitate an amended role by convening an annual meeting.

b) Letter to be sent from the Group to Forum members.

Forum members were highlighted as being a key resource available to the Group during the preparation of the Neighbourhood plan process.

It was **AGREED** that if an introductory letter is drafted then the Forum will send this out to members. It is hoped that this will facilitate a transfer of any personal data and begin a relationship between volunteers and the new Town Council.

c) Forum AGM

It was **AGREED** that this be held on 8th December 2025 and should include a guest speaker and introduction from the Chair of this sub-committee.

NHP14 25-26 Next meetings.

It was **AGREED** that the next meeting of the Group will take place on Wednesday 22nd October 2025 at 5.30pm in Harrogate Community House.

The annual meeting of the Forum was confirmed as being on Monday 8th December 2025 at 6.30pm in the West Park Centre.

The meeting was closed at 8.01pm.
The minutes were recorded and prepared by the Town Clerk.

SIGNED: Viv Poskitt **.....**
Councillor Viv Poskitt, Sub-Committee Chair

DATE: 22/10/25 **.....**